

Job Order Entry

Job Specifics

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Field JS-1: Shift

Submission Date: NA

Data Entry: User defined

Code/Format: Drop Down Box

D Day
N Night
J Swing
A Afternoon

Definition: The shift the job opening is for.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-2: Full Time

Submission Date: NA

Data Entry:

Code/Format: Check box

Definition: v - The job is full time (35 hours are more a week)

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-3: Part Time

Submission Date: NA

Data Entry:

Code/Format: Check box

Definition: v - The job is part time (less than 35 hours a week)

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-4: Minimum Hourly Rate

Submission Date : NA

Data Entry: User Defined

Code/Format: \$\$. \$\$

Definition: The minimum hourly rate that this job offers.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-5: Maximum Hourly Rate (delete)

Submission Date: NA

Data Entry:

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-6: Benefits

Submission Date: NA

Data Entry:

Code/Format: Check Box

Definition: v - Benefits are available for this job.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-7: COOP

Submission Date: NA

Data Entry:

Code/Format: Check Box

Definition: v - This job qualifies as a CTE Coop position.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-8: Work Experience

Submission Date: NA

Data Entry:

Code/Format: Check Box

Definition: v - This job qualifies as an unpaid or paid work experience.

Definition:

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-9: Job Shadowing

Submission Date: NA

Data Entry:

Code/Format: Check Box

Definition: v - This job qualifies as job shadowing (internship).

Definition:

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-10: Hrs/Wrk

Submission Date: NA

Data Entry:

Code/Format:

Definition: Normal hours of work a week.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-11: Age Requirements

Submission Date: NA

Data Entry:

Code/Format: Drop Down box
15+
16+
18+
21+

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-12: Driver's License Required

Submission Date: NA

Data Entry: Drop Down Box

Code/Format: Yes
No

Definition: Yes – A driver license is required for this job.

No – A driver's license is not a requirement for this job.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-13: Relocation Necessary (Delete)

Submission Date: NA

Data Entry:

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-14: Veteran (Delete)

Submission Date: NA

Data Entry:

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-15: Targeted (delete)

Submission Date: NA

Data Entry:

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-16: Pathway

Submission Date: NA

Data Entry:

Code/Format:

Definition: The pathway this job fits into.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

FA '03 – Move to General Information.

Field JS-17: Earned Hrs (delete)

Submission Date: NA

Data Entry:

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-18: Job Duties

Submission Date: NA

Data Entry:

Code/Format:

Definition: Specific duties that will be address in this job. These duties align with students CTE program.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-19: Training Activities

Submission Date: NA

Data Entry:

Code/Format:

Definition: Specific activiites that will be address in this job.
These duties align with students CTE program.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field JS-20: Keywords

Submission Date: NA

Data Entry:

Code/Format:

Definition: keywords that this job deals with to match with students qualifications.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None